

---

# Administrative Assistant (Alpharetta)



290 S Main St STE 200, Alpharetta, GA 30009

---

As an Administrative Assistant, you will be working with our team of title and registration specialists and will be exposed to all tasks related to titling and registering vehicles in Georgia.

- Answer incoming phone calls and emails, while providing excellent customer service and maintaining a friendly demeanor
- Organize, file, and scan incoming mail and paperwork
- Assist in mailing out completed paperwork
- Respond in a courteous, professional, and timely manner to all customers within company timelines
- Generate reports and perform data entry tasks
- Provide administrative support to the team as required

## **Qualifications:**

- Entry level experience with Microsoft Excel and managing spreadsheets
- 1-2 years of customer service experience in an office environment preferred
- Data entry: 2 years (Preferred)

From \$16 an hour

Apply Online at: <https://indeedhi.re/3C27WcJ>

Source: Indeed

---

# Front Desk Coordinator (Dunwoody)



5501 Chamblee Dunwoody Rd, Dunwoody, GA 30338

---

## **Responsibilities:**

- Welcomes visitors to the practice and provides information about clinic features
- Answers, screens, and routes incoming calls and takes messages as needed
- Checks-in and collects general information from patients on their first visit
- Notifies clinicians of patient arrival and readiness
- Makes appointments for returning patients as necessary
- Prints/reprints appointment reminders and school/work excuses
- Verifies insurance information, investigates any issues, and works towards a resolution
- Makes changes to the patient schedule as necessary
- Presents contracts to patients, coordinates payment arrangements and/or account resolution
- Receives, stores, and delivers shipments and mail
- Takes payments and posts to account
- Updates charts and patient information
- Drives internal marketing initiatives and fosters participation from everyone

## **Qualifications:**

- High School Diploma or equivalent required
- One (1) year of administrative experience preferred
- Basic knowledge of Microsoft Office

Apply Online at: <https://bit.ly/42SuXKJ>

Source: Employer Website

---

# Executive Assistant (Alpharetta)



---

The Executive Assistant to the Chief Executive Officer (CEO) and Chief Client Officer (CCO) will be responsible for administrative support to the CEO and CCO.

- Provides administrative support and assistance to the CEO and CCO. Proactively identifies needs and provides tactical support for these individuals as needed.
- Acts as a liaison with other departments and outside groups, setting meetings, coordinating multiple individuals and events, etc.
- Supports the CEO and the One Aspirion Task Force by updating documents, coordinating meetings and events, etc.
- Handles confidential and non-routine information and explains policies when necessary.
- Organizes and arranges meeting logistics at various locations for the CEO and CCO, both onsite and virtual. Works in conjunction with administrative staff of the Board of Directors. Arranges travel and accommodations for these individuals.
- May coordinate and draft presentations or other materials.
- Performs clerical and administrative tasks for the CEO and CCO, including drafting and sending communications, processing, submitting expense reports, etc.
- Responsible for working with our marketing partner to send out marketing collateral or branded merchandise to prospects and clients.
- Assists with planning and coordinating company-wide events and employee activities, including working with budget guidelines.

## Qualifications:

- High school diploma required; Bachelor's degree in Business Administration or related field preferred.
- Minimum five years related experience required, preferably supporting a team of executives in a multi-state, remote environment.
- Ability to travel occasionally locally and domestically.
- Able to type minimum of 50 words per minute.
- Extremely proficient with Microsoft Office Suite or similar software with the ability to learn new or updated software.

Apply Online at: <https://bit.ly/41JMbZA>

Source: Employer Website

---

# Human Resources Coordinator

(Alpharetta)



2575 Westside Pkwy ste 100, Alpharetta, GA 30004

---

The Human Resources (HR) Coordinator provides support to the human resources function, which primarily consists of Data entry and validation of information in the HRIS system, along with various administrative tasks.

- Processes daily employee changes in the HR information system addressing employee status, location, compensation adjustments and supervisor changes in a timely manner.
- Assists with the processing of terminations and offboarding documentation, including communication with other staff.
- Maintain files, data entry, and validation of information in the HRIS system.
- Responsible for the overall completeness and accuracy of all employment data entries
- Supports HR Projects and employee recognition initiatives (birthdays, anniversaries and retirement)
- Assists with the administration and support of the day-to-day operations of the HR team (benefits, compliance, employee relations, etc)

## **Qualifications:**

- Requires a high school diploma and a minimum of 2 years administrative/HR experience; or any combination of education and experience, which would provide an equivalent background
- Bachelor's Degree in related field (preferred)
- Advanced computer skills to include the use of computer programs, such as Microsoft Office (Outlook, Word, Excel, PowerPoint); other HR systems experience, preferred.

Apply Online at: <https://bit.ly/3WakdoA>

Source: Employer Website

---

# Sales Administrative Assistant (Alpharetta)

AUTOGRAPH  
COLLECTION®  
HOTELS

## **The Hotel at Avalon**

9000 Avalon Blvd, Alpharetta, GA 30009

---

### **Responsibilities:**

- Act as Liaison between Sales Manager(s) and clients in Sales Manager's absence. Take booking inquiry information via phone and prepare proper paperwork.
- Uses various computer word processing and other software packages to enter data, produce contracts, correspondence, forms, memorandum and other documents.
- Answer telephone and respond to caller inquiries.
- Distribute documents to appropriate persons and locations to ensure prompt processing of time sensitive information by hotel and supplier staff. Transport documents weighing up to 10 pounds to offices, mailrooms and other locations throughout the hotel building. Retrieve documents from and place documents into proper receptacles located up to 6 feet high, such as mailboxes, file cabinets, etc.
- Handle individual reservations for VIP clients. Ensure that all arrangements, including upgrades, are handled properly, coordinating with other departments through oral and written instruction.
- Organize, file and retrieve documents in appropriate binders in order to maintain essential records used in the department operation.

### **Qualifications:**

- Hotel experience preferred.
- High School Diploma, Bachelor's Degree preferred.
- Basic administrative knowledge such as business letters, formats and telephone etiquette.

Apply Online at: <https://bit.ly/3MaVGLv>

Source: Employer Website

---

# Middle School Dean's Assistant (Buckhead)



805 Mount Vernon Hwy NW, Atlanta, GA 30327

---

## **Responsibilities:**

- Provide clerical, academic and management support to the Middle School Principal and Deans
- Participate in morning and afternoon carpool
- Maintain database systems, including absence tracking, scheduling and grading
- Purchase supplies in accordance with the School's procurement policies and procedures
- Clerical duties such as filing, reception coverage and scheduling
- Respond to inquiries and disseminate information to faculty, staff, parents and students
- Assist with special event coordination including field trips and on-campus activities
- Serve as a substitute teacher when necessary
- Participate in various student and community activities

## **Qualifications:**

- Bachelor's Degree required.
- Prior experience with Learning Management Software preferred.
- Advanced skills with Microsoft Office programs required

Apply Online at: <https://bit.ly/41KTNuL>

Source: Employer Website

---

# Human Resources Coordinator PT (Perimeter)



## **The Westin Atlanta Perimeter North**

7 Concourse Pkwy, Atlanta, GA 30328

---

### **Responsibilities:**

- Assist associates whenever possible with requests and/or information. Attempt to answer associate questions and/or address associate concerns in a timely manner.
- Assist in the recruiting, screening and interviewing for all management and non-management hotel positions. Assist the Human Resources Director or Human Resources Manager in directing and instructing the management staff in effective recruiting and interviewing techniques using methods such as verbal presentations and written directions to ensure the hiring and retention of qualified and effective associates.
- Schedule interviews and process related paperwork.
- Create and update Human Resources bulletin boards and other posting locations as needed.
- Distribute paychecks as needed.
- Maintain accurate and updated department and associate files.
- Explain elements of various benefits to associates as required and assist with enrollment and claims processing.
- Assist with associate relations events and recognition, as needed, e.g. Associate of the Month program, Associate Anniversary Awards program, etc.
- Process benefits enrollments and other functions electronically, as required.

### **Qualifications:**

- High School Diploma or equivalent required, Bachelor's Degree preferred.
- Hotel experience preferred.

Apply Online at: <https://bit.ly/3MAFR1Z>

Source: Employer Website

---

# Front Desk Receptionist PT (Perimeter)



4745 Ashford Dunwoody Rd Suite E, Atlanta, GA 30338

---

## **Responsibilities:**

- Ensures high quality customer service while following all safety protocols.
- Ensures a smooth flow of customers through the store.
- Answers, screens, and forwards incoming phone calls in accordance with National Vision protocol.
- Processes and understands managed care plans while obtaining document information from the insurance company as needed.
- Provides customers basic and accurate information.
- Schedules and confirms appointments, follow-up visits and classes.
- Files all patient records daily and pulls patient files for the next day's appointments.
- Checks order status and notifies customers when orders are in or of any delays.
- Keeps reception area tidy and presentable with all necessary materials.
- Receives, sorts, distributes daily mail/deliveries and maintains inventory of office supplies.

## **Qualifications:**

- Experience as a Receptionist, Front Office Representative or similar role preferred but not required.
- High School Diploma or equivalent

Apply Online at: <https://bit.ly/3odcBVS>

Source: Employer Website



---

# HR Coordinator – Contract (Alpharetta)



100 North Point Center East Suite 125 & 200, Alpharetta, GA 30022

---

## **Responsibilities:**

- Office Administration
- Collecting/Scanning all mails to respective department
- Immigration compliance document
- Office Record
- HR works
- Onboarding
- Offboarding
- Timesheet if there are escalation
- Other HR works
- LinkedIn based recruitment
- Strategic recruitment – mostly internal positions.

## **Qualifications:**

- Human resource coordination: 4 years (Preferred)

\$25 - \$35 an hour

Apply Online at: <https://indeedhi.re/3IoPIFP>

Source: Indeed

---

# Talent Administrative Assistant (Perimeter)



900 Ashwood Pkwy #600, Atlanta, GA 30338

---

## Responsibilities:

- Collaborate with the team to coordinate training programs and meetings both in person and virtually. Includes reserving space, ordering meals, ordering materials, etc.
- Send communications to participants including invites, follow up reminders, post completion surveys, etc.
- Manage the administration of KF 360, DiSC, and other assessments (processing orders, managing chargebacks, maintaining certificate holder document) as requested by the business.
- Responsible for following up with the business on status reports and ensures that bills are paid and charged back to the appropriate group.
- Coordinate HR Community Calls on a bi-monthly basis and manage HR Contact list.
- Assist with maintaining the SharePoint sites including HR Hub, Performance Management, and others as appropriate.
- Perform a variety of tasks with the LMS (record completions, launch/assign learning, run reports, etc.) as needed.
- Coordinate and schedule 3 to 4 annual CRH wide career events/expos.
- Manage the payment and chargeback of invoices for the team.
- Provide administrative support to the CRH Talent Team.

## Qualifications:

- Associate degree preferred or equivalent in experience.
- Minimum of 1+ years in an administrative role supporting a team required.
- Meeting/event planning experience highly desired.
- Must be proficient in Microsoft Word, Excel, PowerPoint, and Outlook.

Apply Online at: <https://bit.ly/45ccUkg>

Source: Employer Website

---

# Housing Associate (Sandy Springs)



8995 Roswell Rd, Sandy Springs, GA 30350

---

## Responsibilities:

- Assists incoming residents in settling into living quarters by conducting a search of baggage and personal items, escorting them to assigned quarters, distributing bedding and personal care items, and providing introductions to roommates.
- Follows-up on recent housing vacancies by washing and collecting used bedding and personal items left by previous consumers.
- Maintains residential apartments by decorating, ensuring necessary appliances are available, furniture, fixtures, and appliances are in safe and clean condition.
- Informs Housing staff of any incidents needing immediate attention and completes incident reports when needed.
- Makes daily rounds and apartment inspections to ensure that all participants are at their designated locations/appointments and ensure cleanliness of apartments.
- Answers incoming calls and responds to callers in an appropriate manner and distributes all messages to appropriate staff.
- Occasionally provides supportive services (i.e., reflection groups, and affirmations) and other therapeutic activities to participants and their children to effect positive change in behavioral and/or social settings.
- Logs new medication and provides medication monitoring for consumers.

## Qualifications:

- Must have a good 3-year Motor Vehicle Report.
- High school diploma or general education degree (GED); or one to three years related experience and/or training; or equivalent combination of education and experience preferred. CARES or CPS preferred.
- Knowledge of and be able to use Microsoft Office Suite.

Apply Online at: <https://bit.ly/3WeENE8>

Source: Employer Website

---

# Office Support Specialist (Sandy Springs)

## NORTHSIDE HOSPITAL

1000 Johnson Ferry Rd NE, Atlanta, GA 30342

---

Performs a wide variety of administrative, secretarial and clerical duties which directly support the overall operations of the department. Assignments are characterized by a high degree of knowledge and application of department policies, procedures and operation. Incumbent is expected to interpret and execute the duties and responsibilities of the job with only limited supervision and direction. Position is characterized by the ability to prioritize and organize multiple assignments. Incumbent may be expected to shift primary assignment and or location as needed in accordance with schedules and staffing needs.

### **Qualifications:**

- Two (2) years clerical / secretarial experience
- Level of proficiency in the use and application of Microsoft Word and Outlook.
- Preferred:
- Post high school education
- Prior physician practice or medical work experience

Apply Online at: <https://bit.ly/45frw2k>

Source: Employer Website

---

# PT Concierge, Night Shift (Sandy Springs)



335 Hammond Dr, Sandy Springs, GA 30328

---

## **Responsibilities:**

- Complete routine housekeeping duties including but not limited to the following: emptying trash, dust and vacuum, mopping, sweeping, restocking and cleaning bathrooms
- Staff the reception desk during assigned period
- Graciously greets all residents and visitors and politely assists them as necessary
- Maintains detailed Resident and guest Register, daily communication log entry, and completes daily checklist log
- Maintain a clean and safe workspace, community entrance, lobby, and hydration station
- Promptly answers telephone, directing incoming communications to appropriate person
- Monitors fax machine, directing incoming communications to appropriate person
- Performs frequent security checks to ensure safety of the Community and its residents

## **Qualifications:**

- Experience in computer use and relevant software applications are preferred
- Experience with or the ability to use multi-line telephone system

\$13 - \$15 an hour

Apply Online at: <https://bit.ly/42RadTw>

Source: Employer Website

---

# Customer Service Representative (Buckhead)



3833 Roswell Rd NW, Atlanta, GA 30342

---

As a customer service representative, you will serve as the first point of contact for any of our internal or external customers. With incoming phone calls, you will act as a detective to determine any problem and find a solution to every issue. Whether you assist in scheduling a service, taking a payment, or updating customer files, you put the minds of our customers at ease. Additionally, you will work diligently to connect with customers via outbound calls to ensure technicians are fully scheduled and accounts are paid. We work in a team atmosphere that strives to meet the service center's goals each month.

## **Qualifications:**

- High school diploma or equivalent
- Working knowledge of Microsoft Office Suite

Apply Online at: <https://bit.ly/3olQWKX>

Source: Employer Website

---

# Receptionist (Alpharetta)



**NORTH POINT VOLVO CARS**  
1570 MANSELL ROAD ALPHARETTA, GA 30009

1570 Mansell Rd, Alpharetta, GA 30009

---

## **Responsibilities:**

- Greet and assist customers with a smile and friendly, professional manner
- Answer multi-line telephone, transfer calls and relay accurate messages
- Data entry
- Filing paperwork

## **Qualifications:**

- Proficiency with Microsoft Office
- Accounting experience is a plus
- Auto Dealership experience a plus

Apply Online at: <https://bit.ly/435ZXXk>

Source: Employer Website

---

# Administrative Assistant PT (Sandy Springs)



7171 Glenridge Dr, Atlanta, GA 30328

---

The Admin Assistant is responsible for supporting the Director and the preschool staff in varied administrative needs, some of which include: phone reception, email correspondence, registrations and data entry, attendance records, calendaring, classroom supply tracking, room reservations, and special event management.

**Qualifications:**

- Must be proficient in Microsoft Outlook, Word and Excel
- 3-5 years' experience providing administrative support

The position is 25 hours a week; 10 months a year.

Contact:

Molly Dean, Director

[mdean@judeatl.com](mailto:mdean@judeatl.com)

Apply Online at: <https://bit.ly/3BJyhMp>

Source: TheAhaConnection



---

# Administrative Assistant / Client Service Associate (Sandy Springs)



8300 Dunwoody Pl, Atlanta, GA 30350

---

## **Responsibilities:**

- Gathering client data and information for processing and advisor analysis.
- Attending client meetings with our financial advisors and taking detailed notes.
- Marketing assistance including social media and website maintenance.
- Prepare, process and follow up with client paperwork and communication.

[No qualifications specified in ad.]

\$40-45,000

Apply Online at: <https://bit.ly/3MEN7tS>

Source: TheAhaConnection

---

# Front Office Coordinator (Roswell)



12010 Etris Rd., Suite A10, Roswell, GA, 30075

---

This position's primary responsibility is to handle all front office functions for the practice.

**Qualifications:**

- Minimum high school diploma, or equivalent.
- Experience working in a professional, medical, or dental environment with direct customer service is desired.
- Strong PC skills and ability to learn and successfully use new programs as required.

Apply Online at: <https://bit.ly/3IxzVo3>

Source: Employer Website

---

# HR Specialist (Alpharetta)



285 S Main St, Alpharetta, GA 30009

---

## Responsibilities:

- Utilizes creativity, marketing resources and current technologies to include Job Boards, Social Media, and Digital Media. Writes and maintains job descriptions.
- Implements, and assesses strategic recruitment strategies to ensure a pipeline of highly qualified candidates is being created through targeted efforts including district job fairs, industry career fairs, and partnerships with technical college and university personnel.
- Screens applicants and manages the interview process for assessing candidates. Develops offer recommendations by analyzing district job descriptions, position listing and salary steps. Responsible for writing offers and contracts, submitting offers for approval, extending offers to the candidate, and communicating any updates, reminders and needs both externally and internally.
- Conducts reference and background checks as required by school policy.
- Creates and distributes various confidential correspondence (i.e. contracts, employee confirmations, separations, wage and assignment changes, etc.
- Prepares timely and accurate system reports to assist school leadership with budget and staffing.
- Screens, hires and onboards qualified teacher, clinic and clerical substitutes.

## Qualifications:

- Bachelor's Degree from a regionally accredited university required
- 2+ years in related field

\$24 - \$32 an hour

Apply Online at: <https://indeedhi.re/3BPqk8d>

Source: Indeed

---

# Sales Administrative Assistant (Perimeter)



4355 Ashford Dunwoody Rd NE, Atlanta, GA 30346

---

Perform a variety of administrative duties to the Sales and Marketing Department with minor responsibilities for the General Manager.

- Serve as the first point of contact for callers and visitors contacting the office/department. Respond to inquires and provide information in a prompt and professional manner and according to established procedures. Refer persons to appropriate staff members for further assistance or information.
- Prepare a variety of correspondence, reports, and/or presentations which may include:
- Gathering and summarizing information from various sources
- Creating spreadsheets, charts, and/or graphics
- Organize and expedite flow of work; follow-up on pending matters; communicate and interpret instructions; and communicate information to staff or clients in manager's absence. Maintain manager's appointment calendar and complete and submit expense reports; coordinate telephone/conference calls and incoming mail; set up and maintain filing systems, etc. Maintain an organized, clean, and professional work area
- Complete and/or coordinate activities related to assigned projects; assist in establishing project timetables, action steps and status updates; follow-up, as appropriate, to ensure timely execution to meet established deadlines.

[No qualifications specified in ad.]

Apply Online at: <https://bit.ly/41PzJat>

Source: Employer Website

---

# Call Center Representative (Alpharetta)



Oak Dental Partners

2300 Lakeview Pkwy Ste. 250, Alpharetta, GA 30009

---

## Responsibilities:

- Handle inbound and outbound customer-related phone inquiries and ensure that issues are resolved promptly, professionally, and thoroughly.
- Manage escalated client calls with courtesy and professionalism.
- Respond to email correspondence quickly and competently.
- Utilize outstanding keyboarding/typing skills to enter detailed notes into our patient management system.
- Educate our patients on the company's services and protocols.

## Qualifications:

- High School diploma required
- 1 year Call Center experience within the last 3 years (REQUIRED)
- Dental experience with Dentrix/Denticon is a huge PLUS!

Training options available: at the corporate office (2-4 weeks) OR must have a reliable computer and internet connection for remote training.

\$13 - \$16 an hour

Apply Online at: <https://indeedhi.re/3WIJkoo>

Source: Indeed

---

# Receptionist PT (Chamblee)



5675 Peachtree Blvd, Atlanta, GA 30341

---

## **Responsibilities:**

- Answer incoming calls in a courteous and professional manner.
- Direct calls to the appropriate department or person.
- Take accurate messages when the appropriate employee is unavailable.
- Greet customers as they enter the dealership showroom and direct them to the appropriate department or person.
- Provide administrative support to the sales and service teams as needed.

## **Qualifications:**

Previous customer service or administrative experience in a high volume environment

Apply Online at: <https://bit.ly/3MJ3aGS>

Source: Employer Website

---

# Food Service, Housekeeping, & Other Now Hiring – Week of 5/21/23

## **Maintenance Associate PT (Roswell)**

**From \$14 an hour**

Westside Market / 606 Holcomb Bridge Rd Suite 140, Roswell, GA 30076

<https://indeedhi.re/3OjkQtR>

## **Steward / Dishwasher (Alpharetta)**

**\$14.50 an hour**

Hilton / 5775 Windward Pkwy, Alpharetta, GA 30005

<https://bit.ly/41LDXQB>

## **Valet Driver - Overnight (Sandy Springs)**

**\$15 an hour**

REEF Parking / Scottish Rite - 1001 Johnson Ferry Rd NE, Atlanta, GA 30342

<https://bit.ly/3Il3s4b>

## **Dining Server - Entry Level (Roswell)**

**\$15 an hour**

The Georgian Lakeside / 1070 Hardscrabble Rd, Roswell, GA 30075

<https://bit.ly/41JrqNt>

## **Service Valet (Sandy Springs)**

**From \$15 an hour**

Jim Ellis Ford / 7555 Roswell Rd, Atlanta, GA 30350

<https://indeedhi.re/3MH9KOj>

## **Sandwich Builder PT (Sandy Springs)**

**\$13 - \$15 an hour**

Cubanos ATL / 6450 Roswell Rd C, Sandy Springs, GA 30328

<https://bit.ly/431yRRc>

## **Food Preparer (Chamblee)**

**\$15 - \$20 an hour**

Layaly Café / 3711 Clairmont Rd, Chamblee, GA 30341

<https://indeedhi.re/3WfR5MQ>

---

# Food Service, Housekeeping, & Other Now Hiring – Week of 5/21/23

## **Dishwasher (Alpharetta)**

**\$15 - \$17 an hour**

Snooze Alpharetta / 6065 Northpoint Parkway, Alpharetta, GA 30022

<https://bit.ly/3BBihXQ>

## **PT Donor Attendant (Perimeter)**

**\$11.25 per hour**

Goodwill / 1165 Perimeter Center West, Atlanta, GA 30338

<https://bit.ly/41WNqVq>

## **Dishwasher PT - Nights & Wknds (Alpharetta)**

**\$15 an hour**

California Pizza Kitchen / 6301 North Point Pkwy, Alpharetta, GA 30022

<https://bit.ly/3Ip8PiO>

## **Dishwasher (Buckhead)**

**\$15 - \$17 an hour**

Tupelo Honey / 4600 Roswell Rd Bldg C Ste 110, Sandy Springs, GA 30342

<https://bit.ly/41W3R42>

## **Housekeeper (Alpharetta)**

**\$12 - \$16 an hour**

Comfort Inn Alpharetta / 5455 Windward Pkwy W, Alpharetta, GA 30004

<https://bit.ly/3BPpvMF>